



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB POSTING

Opening Date: 10/16/15 **Closing Date:** 10/30/15

Position Title: Store Manager

Department: Eagle Feather Trading Post #2

Work Schedule: Varies

Wage Rate: \$21.23/HR/ Paid Bi-Weekly/ Exempt

If you are interested in this position, please submit the following:

- Completed Application
- AA Degree in Management or Hospitality *(if applicable)*
- Tribal Identification *(if applicable)*

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit to:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov



TULE RIVER ECONOMIC DEVELOPMENT CORPORATION

JOB DESCRIPTION

Position Title: Store Manager

Worksite: Eagle Feather Trading Post # 2
40103 Highway 33
Kettleman City, CA

GENERAL POSITION DESCRIPTION

Store Manager is responsible for the overall management and execution of operational and management functions designed to maximize sales and profitability. S(He) is responsible for many tasks including, hiring staff, inventory, scheduling, competitive gasoline pricing, fuel inventories, marketing promotions, and customer concerns.

DUTIES & RESPONSIBILITIES:

1. This position oversees all aspects of store operations.
2. Accountable for building store sales and gross profit margins through implementation of merchandising policies, procedures, and programs.
3. Protect all company equipment and assets including fixtures, machinery, and company vehicle.
4. Follow all established company policies and procedures.
5. Review all company e-mails daily and respond as necessary.
6. Must be available to work all shifts and on call as needed
7. Must have the ability, drive, desire and initiative to advance within the TRED C organization
8. Delegate, teach, train and guide employees within the established guidelines.
9. Process employee evaluations for those subordinates that answer to you.
10. Ability to execute the daily deposit function(s) as required by store management.
11. Understand and be actively involved in inventory control processes including established shrink and markdown lists.
12. Process customer transactions through point of sale equipment.
13. Establish and maintain excellent vendor relations with current and new vendors.
14. Deliver daily paperwork to TRED C executive offices as required.
15. This position supervises all store personnel within established guidelines.
16. Maintain excellent relations with store guests.
17. Position includes stocking the store as needed to maintain in stock levels.
18. Responsible for appropriate weekly and daily labor scheduling as needed with sensitivity towards employee requests.
19. Responsible for timely and accurate entry of bi-weekly payroll.
20. Ability to monitor and utilize all electronic systems involved with daily operations including Veeder Root, Team Viewer, Passport, credit debit journal and CSS systems to execute daily invoice processing.

21. Oversee the secure operations of the tobacco warehouse and all related processes including on hands, order placement, annual turns and sales margins.
22. Responsible for oversight on Casino order pricing and invoice reconciliation.
23. Responsible for the understanding and execution of all hiring processes.
24. All other duties as assigned.

QUALIFICATIONS:

1. Must have five (5) years experience in Food and Beverage industry, including three (3) years management/ supervisory experience.
2. Minimum of AA in management or hospitality, or cumulative experience and education.
3. Must be able to identify strategic issues, prioritize workload and identify and develop effective programs to maximize performance.
4. Working knowledge of profit and loss statements.
5. Must have excellent customer service relations.
6. Must obtain Safe Serve Certification.
7. Must do a Live Scan for ABC license.
8. Must successfully complete a TB Skin Test.
9. Must successfully complete a pre-employment drug screen and background investigation.

PHYSICAL DEMANDS:

- While performing the duties of this job the employee is regularly required to talk, hear, stand, walk, sit and to reach with hands and arms, use hand to finger, handle, or feel objects, tools or controls.
- Occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
- Must be able to operate in mentally and physically stressful situations.
- Environment is of high humidity with extreme temperatures when in kitchen.
- Must be able to lift and carry up to 50 pounds.
- Must be able to work in a fast paced environment.
- Noise level is low to moderate when in kitchen.
- Must be able to perform all essential duties of the job with or without reasonable accommodation.

This position reports to:	Tribal Administrator
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This position supervises:	All restaurant staff
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Salary Range:	Pay Range 21: \$21.23-\$27.09/ Hr. Paid Bi-Weekly/ Exempt
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Hours:	Varies
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Benefits:	Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K participation.
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PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES IN ACCORDANCE WITH THE INDIAN PREFERENCE ACT (TITLE 25, U.S. CODE SECTION 472 AND 473).